

# TheIPRegistry.org Add or Delete IP Process

## 1) Sign-in

(NB. the IPR will remember you, so you don't have to do this every time).

See your options by clicking on the "Browse Menu" icon.

2) Once you've signed in, you'll be taken to your main organisation profile page.

The screenshot displays the TheIPRegistry.org website interface. At the top, there is a logo for 'theIPRegistry.org' and a navigation bar with 'Sign out', 'Home', and social media icons. Below the logo is a green 'Browse Menu' button. Underneath, there are three buttons: 'View on hierarchy', 'Manage Organisation Details', and 'Manage IP Address Details'. On the right side, there is a section for 'IP-Intrusion.org' with three buttons: 'IP-Intrusion Incoming Block List', 'IP-Intrusion Outgoing Block List', and 'Purchase IP-Intrusion Outgoing Block List'. Below this, there is a link for more information about block lists. The main content area shows the 'The IP Registry' profile page with a table of details.

The IP Registry	
Details Confirmed UserName	admin@theipregistry.org
Details Confirmed Date	05/10/2018 09:47:42
IP Details Confirmed UserName	admin@theipregistry.org
IP Details Confirmed Date	05/10/2018 09:17:21
Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234

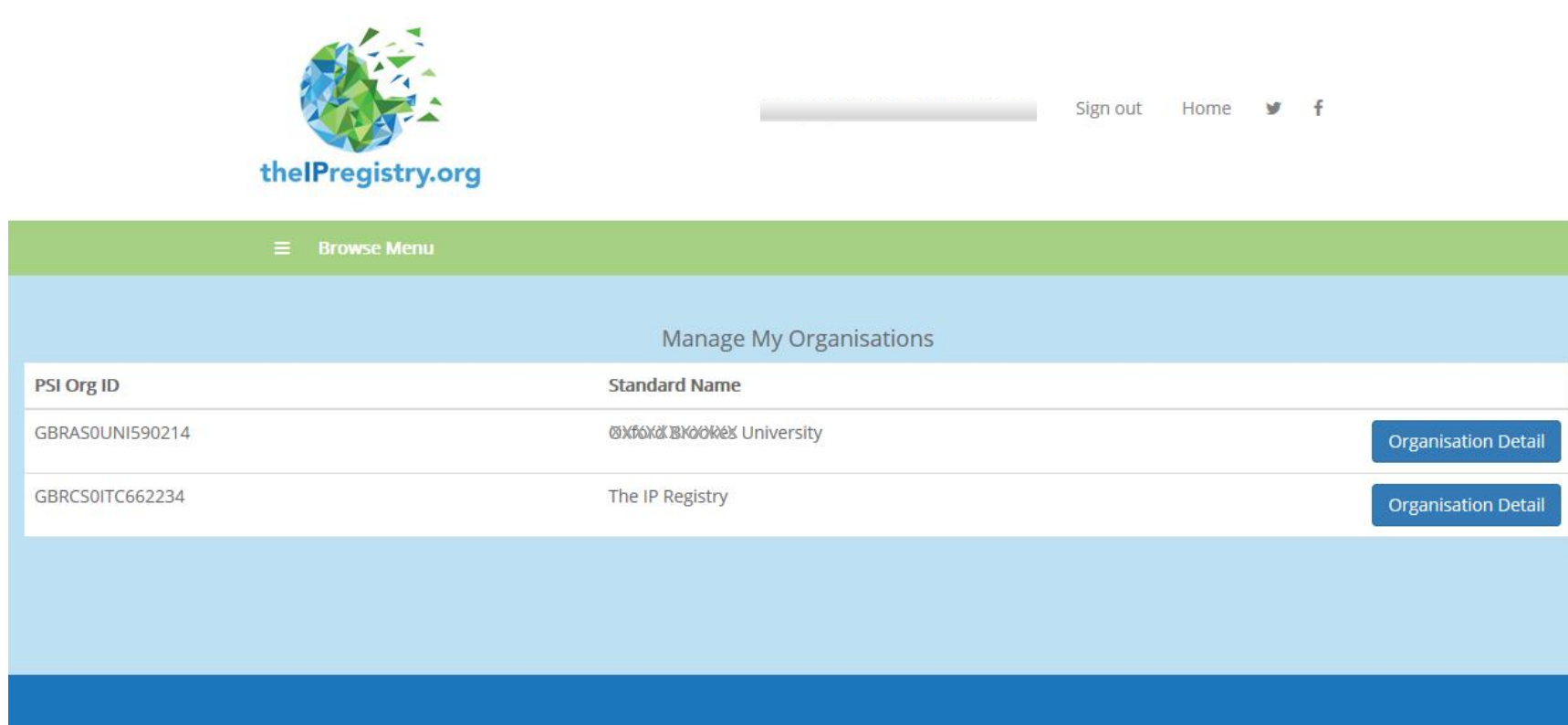
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- 3) If you are linked to multiple organisations, you can select the organisation you wish to manage by choosing “Manage My Organisations” from the menu (if you are only linked to one organisation go to step 5).



The screenshot displays the user interface of TheIPregistry.org. A dropdown menu is open, highlighting the 'Manage My Organisations' option. The menu items are: 'Manage My Organisations', 'Publishers Receiving my IP Updates/Profile Changes', 'Message Admin', 'Add Organisation', and 'The IP Registry Guide'. The background shows the website's header with 'TheIPregistry.org' logo, navigation links for 'Sign out', 'Home', and social media icons, and a 'Case Menu' section with buttons for 'Organisation Details' and 'Manage IP Address Details'. The footer area includes the 'IP-intrusion.org' logo and buttons for 'IP-Intrusion Incoming Block List', 'IP-Intrusion Outgoing Block List', and 'Purchase IP-Intrusion Outgoing Block List', along with a link for more information about block lists.

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theIPregistry.org

Sign out Home

Browse Menu

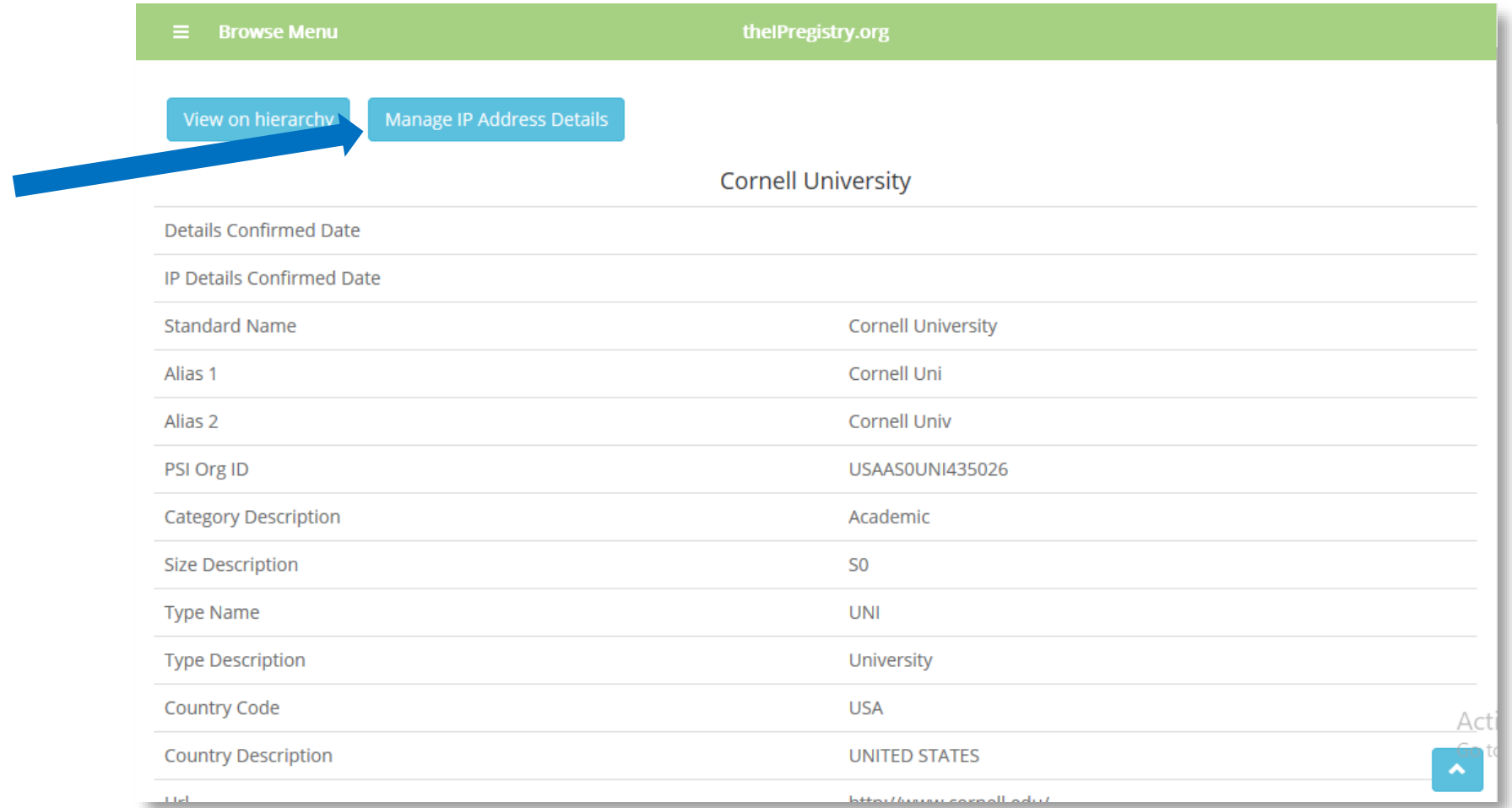
Manage My Organisations

PSI Org ID	Standard Name	
GBRAS0UNI590214	Oxford Brookes University	Organisation Detail
GBRCS0ITC662234	The IP Registry	Organisation Detail

- 4) Select the organisation you wish to manage from the list by clicking the "Organisation Detail" button to the right.

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- 5) Click “Manage IP Address Details” button.



The screenshot shows the theIPregistry.org website interface. At the top, there is a green navigation bar with a hamburger menu icon and the text "Browse Menu" on the left, and "theIPregistry.org" on the right. Below the navigation bar, there are two blue buttons: "View on hierarchy" and "Manage IP Address Details". A large blue arrow points from the left towards the "Manage IP Address Details" button. Below the buttons, the page displays "Cornell University" and a table of details.

Cornell University	
Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	Cornell University
Alias 1	Cornell Uni
Alias 2	Cornell Univ
PSI Org ID	USAAS0UNI435026
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	USA
Country Description	UNITED STATES
Url	http://www.cornell.edu/

At the bottom right of the table, there is a blue button with an upward-pointing arrow, and the text "Act" and "Go to" is partially visible next to it.

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- 6) Review the IP addresses shown for your organisation. These are the IPs that publishers have told us they are using to authenticate access to content for your organisation. Where we have been able to verify an IP address, we've coloured it green.

N.B. the presentation of IPs as 3 figure blocks in theIPregistry.org is simply a formatting convention. 011.011.011.011 is exactly the same as 11.11.11.11.

theIPregistry.org

becky@publishersolutionsint.com Sign out Home

Browse Menu

Add Supporting Documentation Save Changes

I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

Green This is a verified and correct IP address

Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP).

Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

Organisation IP Addresses

Start	End	Status	Delete
081.XXX.X40.039	081.XXX.X40.039	Green	Delete
081.XXX.X40.041	081.XXX.X40.041	Amber	Delete

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
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6a) Where an IP is shown in amber this IP has not been verified. Some publishers may choose not to grant access via unverified IP addresses. Please confirm the IP is correct by clicking the "Status" button and selecting "Green".

Status ▾ Delete

Status ▾ Delete

Green

Amber

Purple

6b) Proxy IPs can be identified by selecting the purple status. This allows us to provide information to publishers and service providers helping them to avoid blocking these IPs due to unexpected behaviours.

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7) Tick the box to confirm that the details are correct and then click the "Save Changes" button.

The screenshot shows the theIPregistry.org website interface. At the top, there is a navigation bar with the logo, user email (becky@publishersolutionsint.com), and links for Sign out, Home, and social media. Below the navigation bar is a green header with a "Browse Menu" icon. The main content area features a form with three buttons: "Add", "Supporting Documentation", and "Save Changes". Below the buttons is a checkbox with the text: "I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources." To the right of the form is a legend for IP status colors: Green (verified and correct), Purple (verified and correct, remote/proxy), and Amber (awaiting verification). Below the legend is a table titled "Organisation IP Addresses" with columns for "Start" and "End". The table contains two rows: a green row for 081.XXX.X40.039 and a yellow row for 081.XXX.X40.041. Each row has "Status" and "Delete" buttons. Below the table is a blue section titled "Pending IP Addresses Awaiting Approval in the IP Registry Work Queue" with a table for "Start" and "End" columns.

7a) IP address changes appearing in the "Waiting Approval" section have been sent to our work queue for review. If you attempt to resubmit the update you will see the warning shown here.

This IP address is locked as part of a pending request.

N.B. the presentation of IPs as 3 figure blocks in theIPregistry.org is simply a formatting convention. 011.011.011.011 is exactly the same as 11.11.11.11.

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8) To add a new IP address simply click the "Add" button.

9) Enter details of the IP address or range in the dialogue box that appears and click "Add" (you must enter both start and end IP even if they are the same).

9b) Proxy IPs can be identified by checking the box. This allows us to provide information to publishers and service providers helping them to avoid blocking these IPs due to unexpected behaviours.

The screenshot shows the 'Add IPV4 or IPV6' dialog box overlaid on the main interface. The dialog box contains the following elements:

- Header: Add IPV4 or IPV6
- Text: Enter the start and end of your IP address:
- Form fields: IP Start, IP End
- Text: - Or -
- Text: Enter the CIDR:
- Form field: CIDR
- Text: Is this a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP)? If so please tick the box and provide details in the comment field. Your IP will be added as Purple
- Form element:
- Buttons: Close, Add

The background interface shows a table of IP ranges with columns for Start, End, Status, Delete, and Additional Information. The 'Add' button is visible in the top left of the main interface.

# TheIPregistry.org Add IP Process

10) You will see a message telling you that you have unsaved changes.

11) Tick the box to “confirm that the details below are correct” and then click the “Save Changes” button.

Changes may be submitted to theIPregistry.org team for approval (see slide 9).

theIPregistry.org

Sign out Home

Browse Menu

You have unsaved changes, please save before leaving the page.

Add Supporting Documentation Save Changes

I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

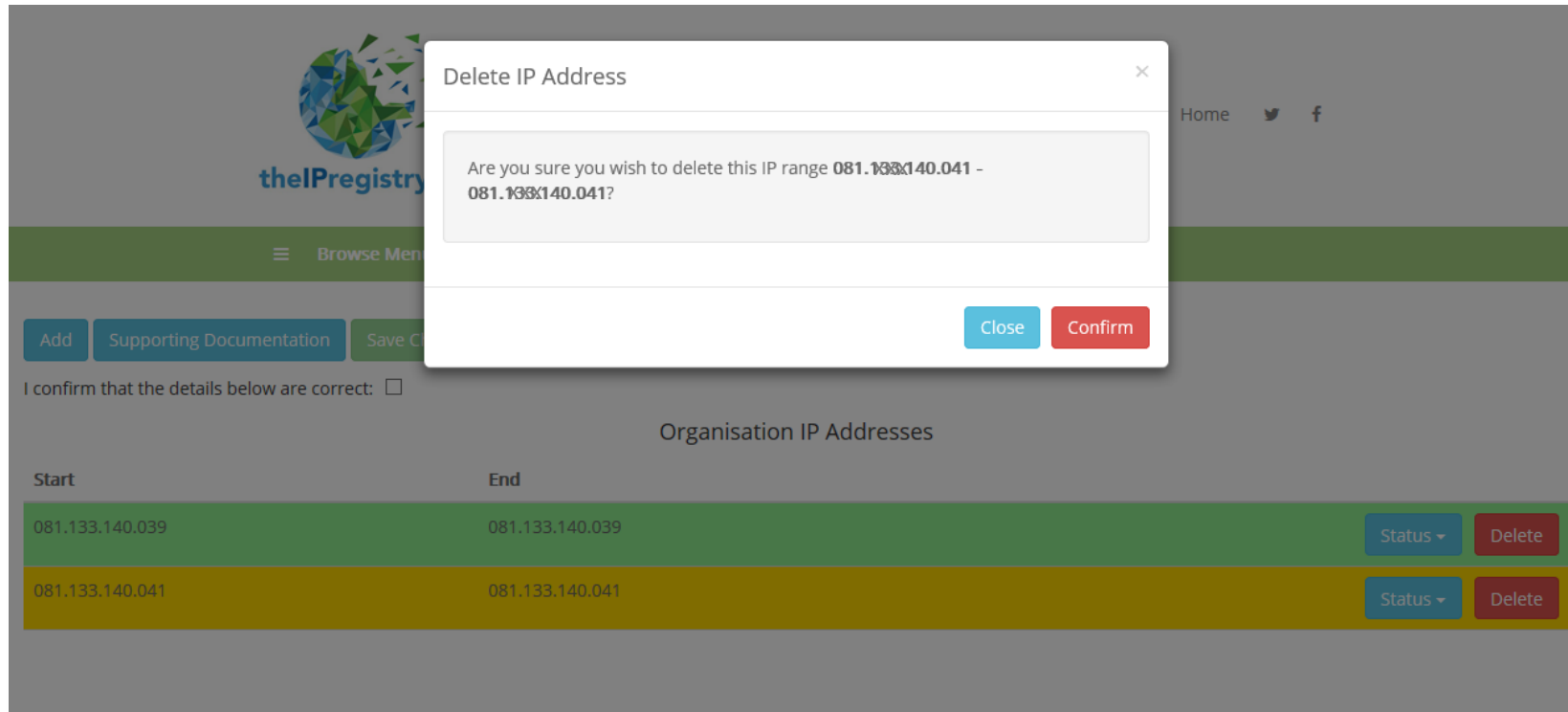
Organisation IP Addresses

Start	End	Status	Delete
081.108.140.039	081.108.140.039	Status ▾	Delete
081.108.140.041	081.108.140.041	Status ▾	Delete
81.108.140.43	81.108.140.43		Undo

You have unsaved changes, please save before leaving the page.



# TheIPRegistry.org Delete IP Process



- 12) To delete an IP simply click the red “Delete” button to the right of the IP address or range.
- 13) Then click the red “Confirm” button.
- 14) You will again see the message telling you that you have unsaved changes. Please tick the box to “confirm that the details below are correct” and then click the “Save Changes” button.
- 15) If you need to completely replace the existing IPs, please add the new IPs before deleting the current IPs. If you attempt to remove them all you will see an error message.

WARNING: You are attempting to remove all of the IP addresses from your organisation. This will impact your access to content for our publisher partners. Please add in your correct IP addresses before you remove these IP addresses. Please contact [admin@theIPRegistry.org](mailto:admin@theIPRegistry.org) if you wish to go ahead with this deletion, if you have any further questions, or need to discuss your IP updates/changes.

# TheIPRegistry.org Add or Delete IP Process

## 15) Outcomes

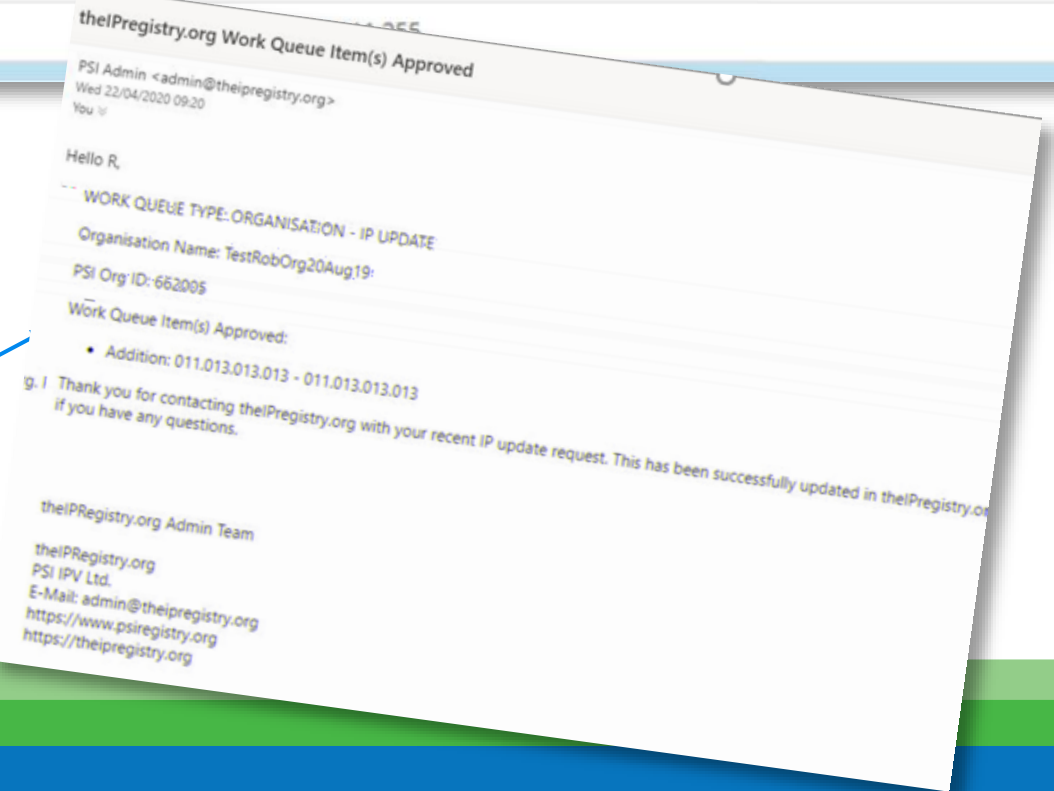
- i. IP update approved.
- ii. IP submitted for approval.
- iii. Error Message - for potential error messages see scenarios 1-4 on the following slides.

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
129.0xx.000.000	129.0xx.255.255
154.0xx.080.000	154.0xx.080.000
204.0xx.111.255	

Submitted changes are displayed as pending approval.

An email is sent to confirm when the update is approved.



# TheIPRegistry.org Add or Delete IP Process

## Scenario 1: - Unrecognised Foreign IP

The PSI checks provide a warning message that this is a foreign IP – however you can still carry on with the addition by clicking on the ‘Add’ button.

## Scenario 2 – IP address covers multiple institutions

This IP range covers multiple institutions. Check for typos and correct if applicable. Otherwise you can continue by clicking the “Add” button.

You can:

- Correct the IP and resubmit or...
- ... continue by clicking “Add” (you will be asked to provide supporting documentation).

The image shows two overlapping screenshots of the 'Add IPv4 or IPv6' form. The left screenshot displays a red warning box: 'The IP address exists for multiple Organisations. Supporting documentation is required for this request. Choose Add to continue with this addition. Choose Close to cancel this addition and return to the page.' Below the warning, the form fields for IP Start (36.100.38.128), IP End (36.100.0.190), and CIDR are visible. The right screenshot shows another red warning box: 'This is a foreign IP: Name: VIETNAM PHPOP, Country: PH, IP Start: 114.199.78.0, IP End: 114.199.79.255. Choose Add to continue with this addition. Choose Close to cancel this addition and return to the Manage IP Addresses page.' Below this warning, the form fields for IP Start (114.199.79.128), IP End (114.199.79.191), and CIDR are visible. Both forms have 'Close' and 'Add' buttons at the bottom right.

The automatic checks performed by theIPRegistry.org will eliminate the errors that commonly occur when dealing with IP addresses

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## Scenario 3 – IP is already allocated to a different organisation

The warning message shows that this IP is already in the Registry for another organisation.

## Scenario 4 – Multiple errors

In this case the IP address submitted is already associated with another organisation *and* is a foreign IP for the organisation.

You can:

- Correct the IP and resubmit or ...
- ... continue by clicking “Add” (you will be asked to provide supporting documentation).

The automatic checks performed by theIPRegistry.org will eliminate the errors that commonly occur when dealing with IP addresses

The image displays two overlapping screenshots of the 'Add IPv4 or IPv6' form. The top screenshot shows a red error message: 'The IP address exists in another Organisation: German Institute Japanese Studies. Supporting documentation is required for this request. Choose Add to continue with this addition. Choose Close to cancel this addition and return to the Manage IP Addresses page.' Below the message are input fields for 'IP Start' (210.2XX.XX.1.128), 'IP End' (210.2XX.XX.1.128), and 'Enter the CIDR:' (CIDR). The bottom screenshot shows a similar red error message: 'This is a foreign IP: Name: APPLE-WWNET Apple Inc. Country: US IP Start: 17.0.0.0 IP End: 17.255.255.255. Supporting documentation is required for this request. Choose Add to continue with this addition. Choose Close to cancel this addition and return to the Manage IP Addresses page.' Below this message are input fields for 'IP Start' (17.XXX.X.7.224), 'IP End' (17.XXX.X.7.239), and 'Enter the CIDR:' (CIDR). Both screenshots have 'Close' and 'Add' buttons at the bottom right.

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You can continue in any of these scenarios by clicking the “Add” button and providing “**Supporting Documentation**”.

You can add free text to the box to explain the reason for the update (you can copy and paste an email) – or on the upload button you can upload pdfs of documents that demonstrate ownership of the IP address in question.

Your supporting documentation will be submitted to theIPRegistry.org team for review.

### Supporting Documentation ✕

Please select a file to upload or enter the desired information in the available textbox. You can upload a file by pressing the Upload button or by dragging and dropping a file onto the browser window.

Save

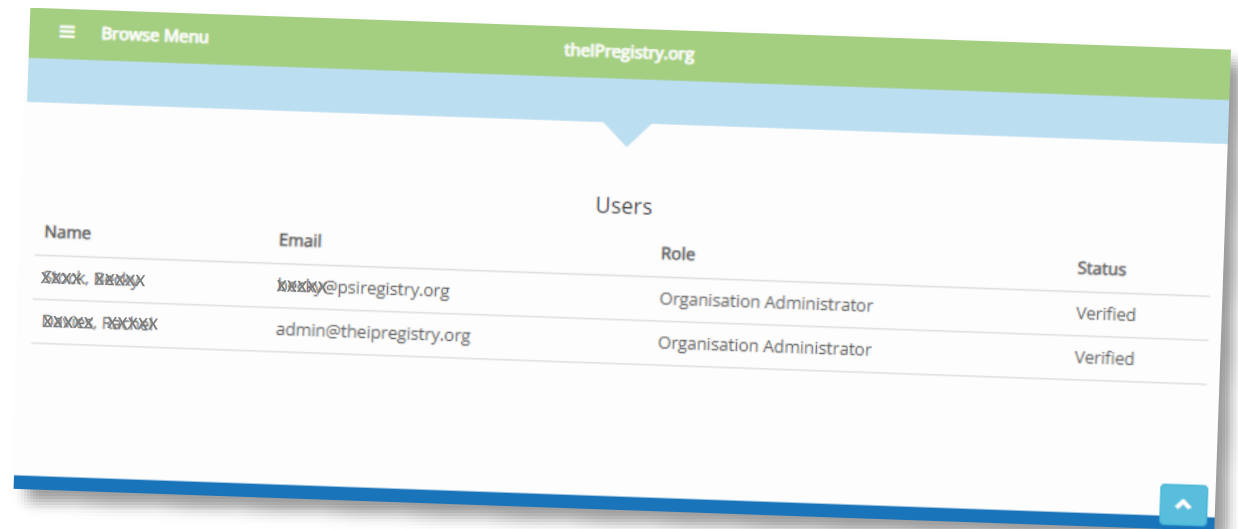
File Name	File Size
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Upload

Close

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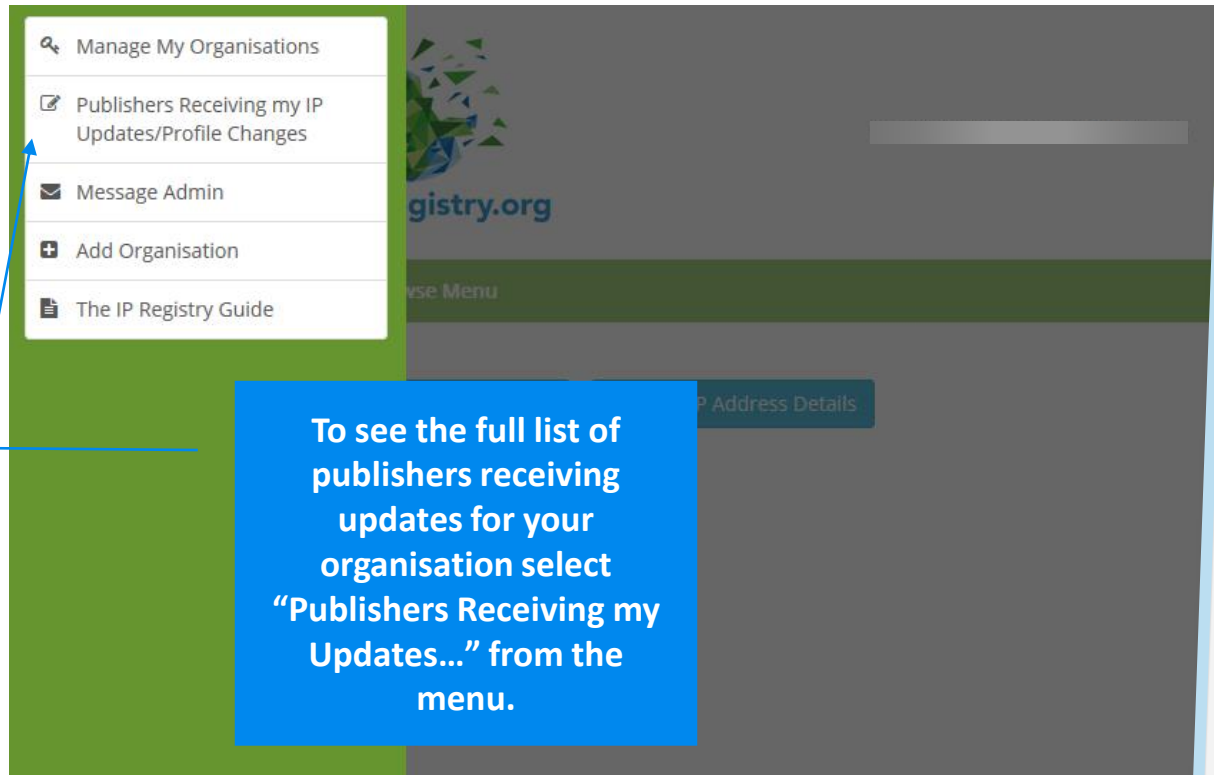
TheIPregistry.org is designed to be fully auditable and fully transparent. All registered users are visible to other users and, where there are multiple users registered for an organisation, all users receive an email alert every time an update is submitted. This process ensures security and good communication.

A screenshot of the TheIPregistry.org website showing a 'Users' table. The table has four columns: Name, Email, Role, and Status. There are two rows of data, both with 'Verified' status. The page has a green header with 'Browse Menu' and 'theIPregistry.org', and a blue footer with an upward arrow icon.

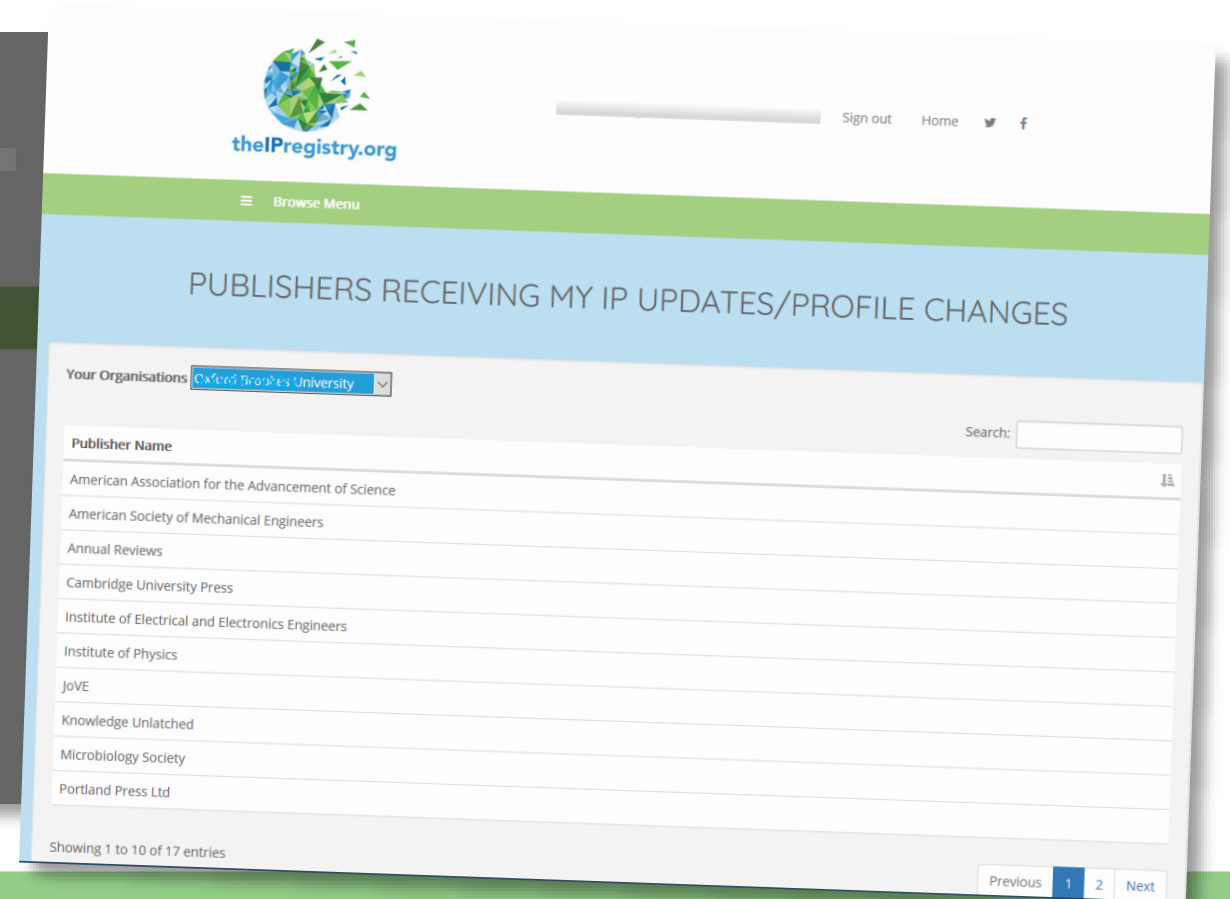
Name	Email	Role	Status
XXXX, XXXX	xxxx@psiregistry.org	Organisation Administrator	Verified
XXXX, XXXX	admin@theipregistry.org	Organisation Administrator	Verified

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Once approved the changes will be sent out to all publishers receiving your updates. Some publishers receive the information via an API that automatically updates their access management systems. Publishers can choose to run the API calls as frequently as they feel appropriate, but no less frequently than every 24 hours. Other publishers receive the information via our daily digest email.



The screenshot shows the user interface of TheIPregistry.org. A navigation menu is open on the left side, listing several options: 'Manage My Organisations', 'Publishers Receiving my IP Updates/Profile Changes', 'Message Admin', 'Add Organisation', and 'The IP Registry Guide'. The 'Publishers Receiving my IP Updates/Profile Changes' option is highlighted with a blue box. A blue callout box points to this option with the text: 'To see the full list of publishers receiving updates for your organisation select "Publishers Receiving my Updates..." from the menu.'



The screenshot shows the 'PUBLISHERS RECEIVING MY IP UPDATES/PROFILE CHANGES' page on TheIPregistry.org. The page features a search bar and a list of publishers. The 'Your Organisations' dropdown menu is set to 'Oxford Brookes University'. The list of publishers includes:

Publisher Name
American Association for the Advancement of Science
American Society of Mechanical Engineers
Annual Reviews
Cambridge University Press
Institute of Electrical and Electronics Engineers
Institute of Physics
JoVE
Knowledge Unlatched
Microbiology Society
Portland Press Ltd

At the bottom of the page, it says 'Showing 1 to 10 of 17 entries' and has navigation buttons for 'Previous', '1', '2', and 'Next'.